

HUBBARD COMMUNICATIONS OFFICE
1812 19th Street, N.W.
Washington 9, D. C.
(Issued HCO 177-Reissued HCO DC)

(See other side for HCO Pol. Ltr.
of Apr. 29, 1960)

Gen. Orgs.

HCO BULLETIN OF APRIL 28, 1960

OUTFLOW

Quote from HCO Bulletin of April 9, 1960 which states:-

"The quantity of outflow of personal letters on a national basis determines the number of people who come in for training and processing."

"Staff auditors should take an hour a day in C.F. and hand write people out of files."

The following questionnaire is for periodical use in all HCOs as a check-up as to how auditors use their time. So check up and get out a volume of letters.

WEEKLY AUDITOR'S REPORT ON TIME NOT SPENT AUDITING

Are you working on projects other than letter writing? _____

If so, what are they? _____

How much time is spent each week on each project? _____

When was each project started? _____

What did you do on the following days (If writing letters, tell how many letters each day)?

Monday from 9:00 a.m. to 12 noon _____

Tuesday from 4:00 p.m. to 5:30 p.m. _____

Wednes. from 4:00 p.m. to 5:30 p.m. _____

Thurs. from 4:00 p.m. to 5:30 p.m. _____

Friday from 3:00 p.m. to 5:30 p.m. _____

Saturday from 9:00 a.m. to 12 noon _____

Name _____

Date _____

Rosamond Harper
HCO Technical Secretary WW
for L. RON HUBBARD

LRH:js:mg